

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject:

Employees' Requests for State or Federal Income Tax Withholding


Number:

315.6 Amended

Date:

May 24, 2011

By Direction of:


Kelly Powell Logan, Secretary of Administration

Contact Agency:

Office of Administration, Office of Human Resources Management, Human Resources Service Center, Telephone 717.787.8001

This directive establishes policy, responsibilities, and procedures for employees to authorize state or federal income tax withholding. Marginal dots are excluded due to major changes.

1. **PURPOSE.** To establish policy, responsibilities, and procedures for employees to authorize the amount of state or federal income tax withholding.
2. **SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction.
3. **OBJECTIVES.** To ensure all commonwealth employees maintain accurate state or federal income tax withholding.
4. **DEFINITIONS.** For purposes of this direction, the following words and phrases shall be defined as:
 - a. **Allowances.** The number of allowances claimed by employees.
 - b. **Employee.** All permanent and non-permanent employees who have been hired by an agency of the commonwealth.
 - c. **Employee Self Service (ESS).** The online service at www.myWorkplace.state.pa.us that enables employees to make changes to their own personal data.

- d. Employee's Withholding Allowance Certificate (W-4).** The Internal Revenue Service (IRS) form completed by the employee so the employer can withhold the correct federal income tax from the employee's pay.
- e. Human Resources Office.** The Human Resources (HR) Office of the agency by which the employee is employed.
- f. Human Resources Service Center.** The enterprise-wide Human Resources (HR) Service Center which provides services to both HR Offices and employees of the commonwealth.
- g. Request for Additional State Income Tax Withholding (Form STD 450).** The Pennsylvania Department of Revenue form completed by the employee so that the employer can withhold additional state income taxes from the employee's pay.
- h. Status.** Single, Married or Married, Withholding at Higher Single Rate.

5. POLICY.

- a.** An Employee's Withholding Allowance Certificate (W-4) is required when an employee begins employment with the commonwealth. In the event an employee does not submit a W-4, the commonwealth will automatically enter a filing status of single with no allowances. The withholding allowances authorized by the employee on the W-4 will be put into effect for both federal and state income tax withholdings.
- b.** An employee may, at any time, authorize the withholding of additional federal or state income tax from their paychecks in specified amounts. The amounts withheld are in addition to regular federal withholdings based on the number of withholding allowances claimed and in addition to state withholdings based on a percentage rate. Additional withholdings may be increased, decreased or discontinued at any time.
- c.** Additional federal or state income tax will be withheld from the employee's gross earnings, including supplemental and overtime pay.

6. RESPONSIBILITIES.

- a.** The employee shall complete the Employee's Withholding Allowance Certificate (W-4) when hired by the commonwealth. The employee shall complete the Employee's Request for Additional State Income Tax Withholding, Form STD-450, if the employee desires to have additional state income tax withheld when hired by the commonwealth.
- b.** The employee shall update federal and/or state withholding allowances through ESS or by contacting the HR Service Center.
- c.** The HR Office shall provide the employee with new hire information and submit the withholding forms when submitting the new hire transaction request via the Electronic-Personnel Action Request (E-PAR) ticket.

- d. The HR Service Center will be responsible for transacting an employee request during a telephone call or upon receipt of any withholding forms.

7. PROCEDURES.

a. Action by: New Employee.

- (1) Obtains appropriate forms from the HR Office.
- (2) Completes forms as follows:
 - (a) For federal income tax withholding, completes the required Employee's Withholding Allowance Certificate (W-4) by filling out the Personal Allowances Worksheet and placing total allowances on the appropriate line. The employee also places any additional withholding amount to be deducted biweekly on the appropriate line.
 - (b) For additional state income tax withholding, completes Employee's Request for Additional State Income Tax Withholding (Form STD-450), including signature and date of completion. The employee will provide name, social security number, personnel area or employing agency as the payroll key and additional amount to be withheld.
- (3) Forwards the form(s) to HR Office.

b. Action by: Human Resources Office.

- (1) **Agencies supported by the HR Service Center:** Submits new hire withholding forms to the HR Service Center via the E-PAR ticket.
- (2) **Agencies not supported by the HR Service Center:** Collects signed copies of the Employee's Withholding Allowance Certificate (W-4) and Employee's Request for Additional State Income Tax Withholding (Form STD-450) and updates the employee's record in SAP accordingly.

c. Action by: Current Employee.

- (1) If the employee has access to ESS, employee updates withholding taxes utilizing www.myWorkplace.state.pa.us.
 - (a) Selects Payroll Information > Federal/State Withholding Tax from the ESS detailed navigation menu on the left side of the webpage.
 - (b) Follows the prompts to update the number of exemptions or additional withholding amounts for either federal or state taxes.
- (2) If the employee does not have access to ESS, employee contacts the HR Service Center at 866.377.2672.

d. Action by: Human Resource Office.

- (1) Directs current employees with access to ESS to modify withholding taxes online at www.myWorkplace.state.pa.us by selecting Payroll Information > Federal/State Withholding Tax.
- (2) Directs current employees in agencies supported by the HR Service Center, who do not have access to ESS, to contact the HR Service Center at 866.377.2672.

This directive replaces, in its entirety, *Management Directive 315.6*, dated January 6, 1981.